

**POLICE CAPTAIN**

(Promotional Class)

**DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible managerial position of law enforcement, the primary duties of which include directing police department personnel in the performance of their duties and handling assigned administrative functions of police department operations. Police Captains make recommendations for planning of programs and activities for the department and perform public relations duties. Employees of this class participate in the personnel management function of the department, including conducting internal affairs investigations. Employees of this class supervise the care, maintenance, and use of departmental equipment and supplies. Police Captains work with a high degree of independence in the performance of their assigned tasks, reporting to and having work reviewed by the Assistant Police Chief. This class ranks immediately below that of Assistant Police Chief.

**EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the deployment of available manpower and functions of subordinate employees in areas such as general law enforcement, crime prevention, criminal investigation, patrol, special tactical operations, or other specialized areas. Outlines responsibilities and duties for law enforcement personnel, setting tasks priorities and long term goals. Approves work schedules and leave requests. Delegates assignments for the effective operation of the department. Monitors work pace and progress of assigned jobs in order to determine if changes in method or additional training are required. Holds meetings to discuss work related matters, as needed. Evaluates the work performance of subordinates and writes employee evaluation reports. Sees that counseling is provided to employees with work problems or grievances. Conducts corrective interviews and ensures discipline is maintained. Determines training needs and provides for employee training at all levels within the department, allowing for outside instruction when necessary. Recommends promotions, based on current eligibility lists in accordance with civil service law. Assists in the personnel recruitment and selection program for the department.

Ensures that required police services are provided to the public while working to minimize expense to the department. Oversees inspections, evaluating the effectiveness of assigned services and taking appropriate action to correct problem areas or make needed changes. Participates in an internal affairs review process to investigate code of conduct violations, remove unfit personnel or

correct procedural problems. Investigates accidents involving department equipment or personnel, determines cause and makes recommendations on procedure to avoid future accidents. Conducts research for the purpose of making management decisions and planning programs, including the safety and training programs. Makes recommendations for improvements or changes in operational procedures, policies and programs in the department. Studies relevant literature and participates in conferences, conventions, and other educational meetings to keep informed on modern law enforcement methods and administrative practices. Reviews crime statistics. Evaluates new laws, regulations and court rulings relating to police department operations and implements changes to departmental policies and procedures as directed.

Coordinates the work of the department with related federal, state and local agencies. Exchanges related pertinent information with other individuals or agencies. Monitors any local conditions which may create situations the department may be called upon to handle. Participates in a pre-planned Incident Command System providing for modular organization, integrated communications, unified command structure, consolidated action plans and comprehensive resource management. Serves as an officer or unit leader over a specified function in an incident command system. Oversees the development of tactical and disaster control plans for response to various emergency situations such as bomb threats or severe weather.

Controls equipment and supply inventory by maintaining records, ordering and disbursing such to police personnel as needed. Supervises the general care, inspection, maintenance, and use of all department vehicles, equipment and property. Oversees inspections and maintenance of equipment, ensuring proper working order. Assigns repair and maintenance tasks to qualified department personnel, or locates outside services and obtains costs estimates. Directs department personnel to or personally verifies that repairs or maintenance were accomplished. Assists superior officers by preparing specifications, reviewing products and purchasing equipment and supplies in the manner provided by lawful authority, keeping such purchases within the established budget. Authorizes expenditure of funds and approves purchase requisitions or vouchers for payments as directed

Reviews incoming communications, writing comments and notes to personally handle matters or delegate assignment to staff. Writes reports, completes forms and creates records related to daily work activities, incidents, purchasing, inventory, evidence and personnel. Develops new forms or revises old forms to improve accuracy and efficiency. Gathers, analyzes, and organizes information in order to write clear and comprehensive narrative reports. Composes letters and memoranda in response to requests or as needed to handle departmental problems. Participates in the preparation and maintenance of departmental records and reports by reviewing records completed by subordinates and by periodically inspecting systems and facilities for maintaining such. Assists in the preparation of news releases or official statements of the

department for publication.

Interacts with members of the community, providing assistance and information, and promoting a positive public image of the work of the department. Targets high crime areas for increased crime prevention or community relations efforts. Oversees police department response to inquiries or complaints from the public about law enforcement operations. Serves as an official department representative at meetings, keeping informed on local activities and trends that may affect the police service. Supervises tours of the department.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent Police Sergeant for at least one (1) year immediately preceding the closing date for application to the board.